

## Appointment

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**From:** Cacho, Julia [Cacho.Julia@epa.gov]  
**Sent:** 1/14/2020 10:07:55 PM  
**To:** Cacho, Julia [Cacho.Julia@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]  
**CC:** Smith, John [Smith.John@epa.gov]  
**Subject:** Bi-Weekly Discussion - LCARD  
**Attachments:** Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCARD ; FW: ; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCARD ; Bi-Weekly Discussion - LCRD ; Untitled Attachment; Bi-Weekly Discussion - LCRD ; Bi-Weekly/RCRA Metrics Discussion - LCRD ; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCRD ; LCRD Briefing on Springfield Event for Administrator; Bi-Weekly Discussion - LCRD ; Bi-Weekly Discussion - LCRD  
**Location:** R7-RO2.B-C32-65/R7-RO  
**Start:** 1/9/2020 3:00:00 PM  
**End:** 1/9/2020 3:30:00 PM  
**Show Time As:** Busy  
  
**Recurrence:** Weekly  
every 2 week(s) on Thursday from 9:00 AM to 9:30 AM  
**Required Attendees:** Cacho, Julia; Singletary, DeAndre; Gulliford, Jim; Chu, Ed  
**Optional Attendees:** Smith, John

-----Original Appointment-----

**From:** Cacho, Julia <Cacho.Julia@epa.gov>  
**Sent:** Monday, December 30, 2019 3:34 PM  
**To:** Cacho, Julia; Singletary, DeAndre; Gulliford, Jim; Chu, Ed  
**Subject:** Bi-Weekly Discussion - LCARD  
**When:** Occurs every 2 week(s) on Thursday effective 1/9/2020 until 1/1/2021 from 9:00 AM to 9:30 AM (UTC-06:00) Central Time (US & Canada).  
**Where:** R7-RO2.B-C32-65/R7-RO

Deputies are welcome to attend.

### Bi-Weeklies – Standard Discussion Topics

1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
2. Are there any projects/sites/issues that have new risks or challenges?
3. Is there anywhere we are falling behind regionally or nationally (*e.g. timelines, milestones, programmatic targets, or national competitions*)?
4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

Here is the direct link to the tracker itself:

[https://usepa.sharepoint.com/sites/R7\\_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx](https://usepa.sharepoint.com/sites/R7_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx)